




STATE OF DELAWARE
DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING
540 SOUTH DUPONT HIGHWAY
THOMAS COLLINS BUILDING, SECOND FLOOR, SUITE 3
DOVER, DELAWARE 19901

FAX: (302) 739 - 5455

TELEPHONE: (302) 739 - 5454

MEMORANDUM
99-10

TO: DIAMOND AND TRAVEL/ENTERTAINMENT CARD ADMINISTRATORS
AND AUTHORIZATION OFFICIALS

FROM: CLIFFORD B. EDWARDS, DIRECTOR 

DATE: MAY 17, 1999

SUBJECT: CANCELLATION OF THE DIAMOND CARD

Due to the continued problems that the State has experienced with First Union Bank, we are instructing you to discontinue the use of the small purchase card, known as the Diamond Card effective May 21, 1999.

We are aware of the impact of discontinuing the use of the card for small purchases. However, we believe it necessary to cancel contract # 96-227-MS effective June 21, 1999. The State has begun the process of obtaining a new bank (through the RFP process) that will accommodate our unique card program. We are also asking you to collect all small purchase cards and return them to the Division of Accounting. Please have all accounts paid in full by July 21, 1999 and return ALL First Union Cards to the attention of Shelley Stanley, Procurement Card Coordinator, Division of Accounting.

Again, we are sorry for the inconvenience this has caused you; we are making every effort to obtain a new bank to meet your needs as quickly as possible.

CBE/dcc

Cc: Clifford B. Edwards, Director, Division of Accounting
Lynn Beaty, Executive Assistant, Division of Accounting
Phyllis Jurczak, Sr. State Accountant, Division of Accounting
C. Shelley Stanley, Procurement Card Coordinator, Division of Accounting